Guidelines

Under the provisions of the
Manitoba Human Rights Act
for
Employers
Personnel Departments
Employment Agencies

HRC

85-0975/

Guidelines: Pre-Employment Inquiries

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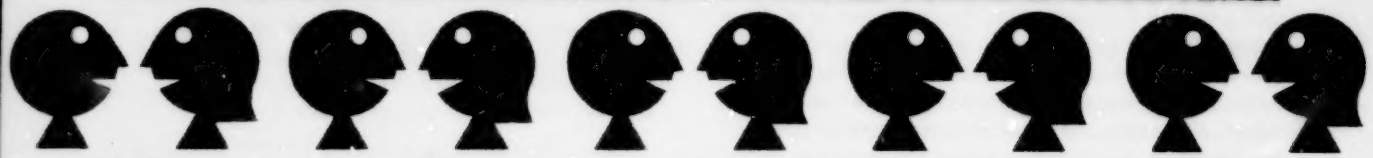

Guidelines: Pre-Employment Inquiries

Preface

• These guidelines are a revised edition of the original document by the same title issued by The Human Rights Commission in January 1977. The revisions incorporate a major amendment to the legislation in June 1977 pertaining to physical handicap as they affect pre-employment inquiries. In 1982 mental handicap was added and the section pertaining to domestics was deleted. Persons in receipt of the earlier documents are advised to discard them and refer to this revised edition for more accurate, up-to-date reference on pre-employment inquiries.

Introduction

• Manitobans have had legal protection from discrimination in employment since 1970 when The Human Rights Act was first proclaimed and 1971 when The Human Rights Commission was established to enforce the Act. A revised Act in 1974 and legislative amendments in 1976, 1977 and 1982 now prohibit discrimination on the basis of race, nationality, religion, colour, sex, age, marital status, ethnic or national origin, political belief, family status, physical or mental handicap.

• Discrimination in recruitment practices (advertising, application forms, job interviews, job orders . . .), working conditions (fringe benefits, wages, lay-offs, suspensions, dress codes, employee benefit plans . . .), promotions, dismissals, trade union or occupational association membership and employment agency referrals are all specifically covered. Since 1977, the employment provisions of The Human Rights Act have been extended to also cover training for employment.

Purpose

• Employment application forms and pre-employment interviews are generally screening instruments for eliminating, at the earlier stages, unsuited or unqualified persons from consideration for employment. Such gathering of facts about a prospective employee is an important part of recruitment and selection procedures. However, some of the information traditionally requested is not always relevant to job performance and can also be used to restrict or deny employment opportunities for certain classes of people. The Manitoba Human Rights Act prohibits such denial of employment opportunities, whether inadvertent or intentional, that may be discriminatory.

• These guidelines are intended to assist employers in the process of recruiting and interviewing prospective employees. The Commission hopes that by generating a greater awareness and understanding of the provisions of the Act, discrimination may be prevented.

Note:
The Commission does not regard the limitation on pre-employment inquiries as a guarantee, of itself, against discriminatory hiring. Pre-employment inquiries are only one aspect of employment recruitment. Employers are obliged to comply with hiring and employment practices generally.

General Principles

• One of the functions of the Commission is to promote the principle of equality of opportunity. To ensure equality of opportunity, application forms and interviews should be designed so as to select persons on the basis of:

- bona fide (genuine) qualifications relevant to job performance.
- individual merit rather than group generalizations or stereotypes that might not apply to that particular individual.
- where sex, age, marital status, family status, physical or mental handicap, or political belief might be considered a reasonable and necessary requirement for the position, the Act provides for exceptions to be granted. (See section on Exceptions, page 9.

What does the Act say?

Section 6(4)

"No person shall use or circulate any form of application for employment or make any written or oral inquiry that expresses either directly or indirectly any limitation, specification or preference as to race, nationality, religion, colour, sex, age, marital status, physical or mental handicap, ethnic or national origin, or political belief or family status of any person or that requires an applicant for employment to furnish any information concerning those particulars."

What does this mean?

- Any application form, interview or test, whether written or oral, which either directly or indirectly expresses a preference by eliciting information on the race, nationality, religion, colour, sex, age, marital status, physical or mental handicap, ethnic or national origin, political belief or family status of the applicant is unlawful.

- Applicants should not be encouraged to volunteer information forbidden by law on application forms, resumés or during interviews. It is in the employer's best interest to show non-discriminatory hiring policies by not having such information at hand.

Who is responsible?

Any person using or circulating employment application forms or making written or oral pre-employment inquiries in Manitoba is covered by the Act, including:

- Any employer whether located in the province or outside the province, who is recruiting in Manitoba.

- Any employment agency, employment service, educational institution or any person who is requested by an employer to refer candidates with or without a fee.

- Any trade union, occupational association or employers' organization in which membership is a prerequisite to carry on a trade, occupation or profession.

- Any firm circulating application forms for sale to employers.

- Provincial and municipal governments in Manitoba are also bound in their employment practices. (Any inquiry concerning the federal government or within federal jurisdiction will be referred to the Canadian Human Rights Commission.)

- Employers are responsible for the actions of their employees. The Commission therefore urges employers to give instructions to personnel officers that no discrimination can be practiced in hiring on their behalf.

What are my rights as an employer?

- Employers have the right to use their discretion in selecting the most appropriately qualified person for the job. Differences in qualifications, experience and abilities for jobs vary greatly among individuals. Such distinctions may be recognized by employers in recruiting for positions.

- Employers have the right to obtain all the information about applicants relevant to job performance, provided the questions do not elicit information which could be used for discriminatory purposes.

- Employers have the right to define qualifications necessary for satisfactory job performance, provided that these standards of qualifications are applied equally to all persons regardless of race, nationality, religion, colour, sex, age, marital status, physical or mental handicap, ethnic or national origin, political belief or family status.

Application forms and Interviews

- In devising or reviewing application forms or in conducting interviews, employers should ask themselves:

  1. Could the answers to this question have an unfair effect in screening out special classes of persons as defined by the Act?

  2. Is this information really necessary to determine an applicant's competence or qualification for the job?

- The following chart indicates the kinds of questions which are permitted as well as those which are prohibited under Manitoba Human Rights legislation. The guidelines do not preclude the possibility that inquiries listed may be unlawful on more than one ground.

- These guidelines do not cover all questions which can be asked of applicants. The questions listed are for illustration purposes only and attempt to answer the questions most frequently asked concerning human rights legislation.

Lawful	Inquiries before hiring	Unlawful
Previous name under which applicant has been educated or employed.	1. Name	a) Inquiry into previous name for purposes other than education or employment. b) Maiden name.
a) Present address and length of residence in the province or country. b) Previous addresses in Canada.	2. Address	Inquiry into foreign addresses which may indicate national origin.
a) May ascertain if applicant is under the age of majority, or if the applicant is 16 years or under in accordance with The Employment Standards Act. b) Inquiry as to age **after** a hiring decision is made, pertaining to employee benefit plans, income tax deductions, etc. c) For lawful exceptions, see page 9.	3. Age	a) Request birth certificate or baptismal record or any other information regarding age. b) Inquiry as to whether applicant is over the age of retirement.
a) For purposes of addressing the applicant, an inquiry as to whether the applicant is "Mr., Miss, Mrs., Ms." will be acceptable, provided it is clearly designated as "optional". b) For lawful exceptions, see page 9.	4. Sex	a) Any inquiry as to sex on the application form. b) Different application forms for males and females e.g. filed separately, colour-coded, computer-coded, coded in any way.
a) For purposes of addressing the applicant, an inquiry as to whether the applicant is "Mr., Miss, Mrs., Ms." will be acceptable, provided it is clearly designated as "optional". b) "Are you willing and able to travel or be transferred to other areas of the province or country?" c) For lawful exceptions, see page 9.	5. Marital Status	a) Inquiry as to whether applicant is single, married, remarried, engaged, divorced, separated, widowed, living commonlaw. b) Any inquiry as to applicant's spouse, e.g. "Is spouse subject to transfer?"

Lawful	Inquiries before hiring	Unlawful
"Are you willing and able to travel or be transferred to other areas of the province or country?"	6. Family Status	a) Inquiry as to number of children or dependents. b) Inquiry as to child care arrangements. c) Inquiry as to whether applicant is pregnant, on birth control or has future childbearing plans.
	7. Birthplace, Nationality, Ethnic or National Origin	a) Any inquiry as to birthplace. b) Applicant's nationality, or nationality of parents, grandparents, relatives, or spouse. c) Any other inquiry as to ethnic or national origin e.g. birth certificate, mother tongue.
"Are you legally entitled to work in Canada?"	8. Citizenship	Any inquiry into citizenship which would tend to divulge applicant's nationality, ethnic or national origin.
Inquiry into Canadian military service.	9. Military Service	Inquiry into **all** military service.
Inquiry into which languages applicant speaks, reads or writes.	10. Languages	a) Mother tongue. b) Where knowledge of language skills was obtained.
	11. Race or Colour	Any inquiry which would indicate race, colour, or complexion, including colour of eyes, hair or skin.
May be required **after** hiring for identification purposes.	12. Photo-graphs	Request photograph.
a) Inquiry as to willingness to work shifts or required work schedule. b) Inquiry **after** hiring about religion to determine when leave of absence might be required for religious observances.	13. Religion	a) Any inquiry as to willingness or availability to work on a specific religious holiday. b) Any inquiry that may reveal religious denomination, affiliation or preference. c) Church attended, religious holidays, customs observed or religious dress. d) Request reference or recommendation from pastor, priest, minister, rabbi or other religious leader.

Lawful	Inquiries before hiring	Unlawful
For lawful exceptions, see page 9.	14. Political Belief	Any inquiry as to political belief, affiliation or preference.
Inquiry into what academic, professional, vocational or technical schools attended, nature and level of education received.	15. Education	Any inquiry pertaining to the dates of graduation from elementary or high schools.
Inquiry as to previous work experience.	16. Previous Experience	Requiring "Canadian experience" is considered to be discriminatory on the grounds of racial or ethnic origin.
a) Inquiry as to whether applicant has any physical handicaps or health problems affecting the job(s) applied for. b) Inquiry as to any physical handicaps or health problems that applicant wishes to be taken into consideration when determining job placement. *Note:* While an inquiry into any physical handicaps or health problems affecting employment "generally", will not be considered unlawful, the alternatives suggested above are preferable. This is to discourage applicants from volunteering information on handicaps which may not be relevant to the jobs applied for and could possibly be used to discriminate.	17. Physical or Mental Handicap	a) Request that applicant list **all** physical handicaps or health problems. (This would tend to divulge handicaps or health conditions which are not necessarily relevant to job performance.)
a) A medical form or examination by a **physician** may request information otherwise prohibited that may be relevant in determining physical fitness for the job. e.g. sex, age, marital status, family status, etc. b) Statement by employer that offer may be contingent on passing a physical examination. *Note:* Any medical inquiries by a physician or employer pertaining to prohibited grounds may be made **after** a hiring decision.	18. Medical Information	a) It is unlawful for the **employer** to make prohibited inquiries in the context of soliciting medical information on an application form or during an interview. b) Any medical or health inquiry by an employer which may reveal applicant's sex, marital status, family status, or other prohibited grounds. e.g. Number of pregnancies; Date(s) of delivery; Method of birth control; Nature of menstral periods; Number of dependents, etc.
Inquiry into membership in any organization, with the qualification that applicant is not required to list any clubs or organizations that indicate race, religion, colour, sex, age, marital status, physical handicap, ethnic or national origin, political belief or family status.	19. Organizations	Request that applicant list **all** clubs or organizations where membership is held.

Lawful	Inquiries before hiring	Unlawful
Inquiry into name and address of person to be notified in case of emergency.	20. Relatives	a) Inquiry into name and address of next of kin and his or her relationship, to be notified in case of emergency. (This could reveal marital status or family status.) b) Inquiry as to whether applicant has any relatives employed by the employer.
a) Request from references information pertinent to job performance, e.g. work experience, ability, character. b) Inquiry as to who referred applicant for a particular position.	21. References	Any inquiry from a reference which would reveal applicant's race, religion, colour, sex, age, marital status, physical handicap, ethnic or national origin, political belief or family status.
a) Notice to applicant that the withholding or falsification of any information or material facts relevant to the position will be cause for rejection or dismissal. b) Request consent of applicant for Personal Investigation.	22. Miscellaneous	

Resumés

• Whenever possible, employers should actively discourage candidates from volunteering information on resumés that is otherwise prohibited on application forms or through oral interviews.

• Professional resumé and counselling services should caution candidates to refrain from volunteering information on resumés that is prohibited to employers.

"OPTIONAL" INQUIRIES

• Except as noted in item 4 a) and 5 a) of the previous chart, prohibited inquiries marked "optional" will be considered contrary to the Act. Such inquiries tend to have a coercive effect on an applicant to answer the questions for fear of jeopardizing his/her application, or of being placed at a competitive disadvantage with another applicant who supplies the information.

• If the answer to an "optional" question is not required to assist in the selection or hiring decision, then the inquiry should be omitted entirely or asked only **after** the hiring decision has been made.

Exceptions

• The Manitoba Human Rights Act provides that certain designated occupations may be exempted if they meet one of the following criteria:

1. Bona Fide Occupational Qualification (BFOQ)

A. Sex, Age, Marital Status, Physical or Mental Handicap, Political Belief.

Section 6(6)

"The provisions of this section relating to any discrimination, limitation, specification or preference for a position or employment based on sex, age, marital status, family status, physical or mental handicap, or political belief, do not apply, where

a) sex, age, marital status, family status, or political belief, is a reasonable occupational qualification; or

b) physical or mental handicap is a reasonable disqualification."

• This means that where sex, age, marital status, family status, physical or mental handicap, or political belief are reasonable, necessary requirements to perform the job, then the exception is warranted. But there must be a factual basis for believing that virtually all members of the excluded group would be unable to perform the duties of the job involved.

• The Commission believes that this exception should be interpreted narrowly. The following situations are recognized as those where an exception may be based on a BFOQ:

a) where it is necessary for the purpose of authenticity or genuineness:

eg. a female to model feminine apparel: inquiry as to sex permitted.
eg. a male actor to play a male role: inquiry as to sex permitted.
eg. a senior citizen as a "grandfriend": inquiry as to age permitted.
eg. a couple as house parents: inquiry as to sex and marital status permitted.

b) where public decency demands that one group be given preference over another in performing a particular function:

eg. a masseuse to work at a women's health club: inquiry as to sex permitted.
eg. a male to work as an attendant in a men's washroom: inquiry as to sex permitted.

c) where it is necessary to guarantee loyalty or trust:

eg. Liberal party member for Executive Secretary of the Liberal Party: inquiry as to political belief permitted.

The following situations are not considered as warranting a bona fide occupational qualification exception:

a) excluding groups from employment because of stereotyped generalizations:

eg. that men are less capable of assembling intricate equipment than women.
eg. that women are less capable of aggressive sales than men.
eg. that older workers lack physical vigour.
eg. that younger workers are less capable of handling responsibilities.
eg. that married persons are not suitable for jobs which require travel.

b) excluding groups because of generalizations about the comparative employment characteristics of one group over another:

eg. young people and/or women have a higher turnover rate than older people and/or men.
eg. that women with children have a greater risk of absenteeism.
eg. that all native Indians are drunks, lazy or not dependable as employees.

c) excluding groups because of the prejudicial preferences of co-workers, clients or customers:

eg. "my customers might object to being served by a black salesclerk."

eg. "male employees might object to having a female supervisor."

d) excluding members of one sex because the employer may have to provide separate facilities:

eg. refusing female life guards because accommodations for women are lacking.

eg. refusing women for construction camps in remote areas of Manitoba because of facilities.

The onus is on the employer to provide adequate facilities unless the accommodation would pose undue hardship on the employer. New Health Regulations also stipulate circumstances where it is obligatory to provide such facilities.

e) excluding groups because members of another group have traditionally been hired for such work. Historical tradition will not merit the granting of a BFOQ exception.

eg. women only for secretaries or nurses.

eg. men only for management trainees.

• A convenient test for a BFOQ is to ask if a person from the excluded class could do the job. If the answer is "yes", then an exception is probably not warranted.

• Where an employer refuses to hire an individual on the basis of sex, age, marital status, family status, political belief or physical or mental handicap, and a complaint is lodged, the onus is on the employer to demonstrate with The Human Rights Commission that sex, age, marital status, family status, physical or mental handicap or political belief is a reasonable occupational qualification. The Commission may be consulted for an opinion in advance as to whether the exception applies to a particular case. Information required is a job description and basic reasons for preference.

• If an exception is applicable on one or more of these grounds, the employer may request from the applicant this otherwise prohibited information.

B. Physical Handicap

Section 6(10)

"The provisions of this section prohibiting the discrimination against a person for a position or employment by reason of the physical or mental handicap of the person do not apply where the nature and extent of the handicap reasonably precludes or renders the person incapable of satisfactorily discharging the duties of that position."

Section 6(11)

"Notwithstanding subsection (10), no person shall refuse to employ a person who is physically or mentally handicapped, if the person has adequate training and experience and is qualified and capable to carry out the duties and functions of the position."

• Because it is often difficult to be aware of all the specific handicaps which may affect employment, general inquiries about physical or mental handicaps **affecting employment** are permissible.

• Inquiries about **specific** handicaps are also permissible **if they are relevant to the position applied for.**

• In determining whether a **specific** handicap is relevant to the job, some of the principles which can be used as a guide are:

a) Would the handicap create a hazard to the safety or health of the individual, other employees, clients or customers?

eg. a person with uncontrollable epileptic seizures working on or around moving equipment or machinery.

eg. a person with impaired vision driving a vehicle.

b) Would the handicap preclude the person from satisfactorily performing the duties of the job?

eg. a person with a serious speech impediment working as a radio announcer.

• In the above situations, inquiries as to those specific handicaps would be permissible.

• Where an employer requests information in a pre-employment inquiry pertaining to a specific handicap that he/she considers relevant to job performance, the inquiry itself is acceptable. However, the information should not be the basis of refusal where the employer can reasonably accommodate the applicant with a handicap — unless the accommodation would impose an undue hardship on the employer. An accommodation may include:

eg. provision of an entrance ramp or a lowered desk surface for an employee confined to a wheelchair, where this does not impose an undue hardship on the employer.
eg. provision of a braille typewriter for a blind employee, where this does not impose an undue hardship on the employer.

The Commission will assess each individual case to determine what accommodation would be reasonable.

- As in the case of bona fide occupational qualifications, the following situations are **not** considered as warranting an exception:

a) refusing handicapped persons because of stereotyped generalizations:

eg. physically handicapped people incapable of one physical function are limited in all functions.

b) refusing handicapped persons because of generalizations about their employment characteristics:

eg. physically handicapped people can only work in sheltered workshop settings.
eg. physically handicapped people are too emotionally sensitive to work with the public or under pressure.

c) prejudicial preferences of co-workers, clients, or customers:

eg. refusing physically or mentally handicapped people because they may elicit negative, patronizing or uncomfortable feelings.

- Where an employer refuses to hire an individual on the basis of a physical or mental handicap, and a complaint is lodged, the onus is on the employer to demonstrate that the applicant could not do the job satisfactorily, within the meaning of Section 6(10).

C. Non-Profit Organizations

Section 6(7)
"The provisions of this section relating to a limitation or preference in employment do not apply to an exclusively religious, philanthropic, educational, fraternal or social organization that is not operated for private profit and is operated primarily to foster the welfare of a group or class of persons characterized by a common race, nationality, religion, colour, sex, age, marital status, family status, physical or mental handicap, ethnic or national origin, where, in any such case, one or more of the above enumerated criteria is a bona fide occupational qualification and requirement."

- Such non-profit organizations may be exempt.

eg. person of native ancestry (Treaty Indian) required for position of Educational Co-ordinator, Manitoba Indian Brotherhood: inquiry as to race permitted.
eg. Anglican person to teach Sunday School for an Anglican Church: inquiry as to religion permitted.

2. Age of Majority

Section 6(9)
"Nothing in this section prevents a person from limiting the employment of a person under the age of majority or from classifying or referring to a person under the age of majority for employment in accordance with the provisions of any provincial law regulating the employment of persons under the age of majority."

- The Act does not apply to certain occupations that are required by law to be restricted to persons over the age of majority.

eg. store clerk for liquor store. "Are you 18 years or over?" permitted.
eg. chauffeur requested for emergency vehicle driving. "Are you 18 years or over?" permitted.

- The Commission considers complaints of discrimination on the basis of age by persons under the age of majority, provided that Section 6(9) of The Human Rights Act does not apply, and that compliance with The Employment Standards Act has been demonstrated.

- Age alone would not be a bona fide reason to refuse to consider a person under sixteen if the applicant has indicated an intention to obtain the proper permit.

3. Special Programs (Affirmative Action)

Section 9

"Notwithstanding the provisions of this Part, the Commission may, upon such conditions and subject to revocation or suspension, approve in writing any special plan or program by the Crown, any agency thereof, or any person to increase the employment of members of a group or class of persons on the basis of race, nationality, religion, colour, sex, age, marital status, family status, physical or mental handicap, ethnic or national origin of the members of the group or class of persons."

- Historical tradition has limited the employment opportunities of minority groups by excluding them from participating in certain areas of employment. To overcome these long-standing inequalities, it is often necessary to implement various corrective measures.

- The Human Rights Commission can make allowances for employers who may wish to rectify historical discrimination in their own companies by initiating special programs to increase the employment of members of a minority group.

  eg. developing special on-the-job training programs for native Indians rather than relying exclusively on education and previous experience.

  eg. actively recruiting and promoting qualified women for upper management positions.

  eg. conducting outreach recruitment of physically handicapped persons within the community.

- Employers wishing to implement an affirmative action program should apply to the Commission in writing, for an exemption in their hiring practices. Employers may legitimately request otherwise unlawful information in pre-employment inquiries that may be necessary for implementation of an affirmative action program, provided it has been approved in writing by the Commission.

Pre-Employment and Post-Employment Inquiries

- These guidelines pertain only to inquiries made prior to employment. In some cases, a question may be asked after hiring, if it is necessary for personnel purposes, e.g. photograph for identification, number of dependents for income tax deductions, age as it pertains to employee benefit plans.

- The Commission encourages employers to keep post-employment inquiries separate from pre-employment inquiries. Where post-employment inquiries are contained on the same form, they should be marked distinctly as "TO BE COMPLETED AFTER HIRING ONLY".

- Employers are cautioned that any information obtained after hiring must not be used as a basis for subsequent discrimination in working conditions e.g. wages, promotion, lay-offs, employee benefit plans, etc. The Commission therefore urges employers to ensure that all employment inquiries, whether prior to or after hiring, are job-related and necessary.

The Spirit of the Act

- In addition to prohibiting specific kinds of discrimination, as outlined above, The Manitoba Human Rights Act also empowers the Commission *"to further the principle of equality of opportunities and equality in the exercise of civil and legal rights regardless of status".* The Commission therefore encourages all employers to respect the spirit as well as the letter of the law by ensuring that:

  1. All pre-employment inquiries are job-related and

  2. All applicants are selected on the basis of individual merit rather than stereotyped assumptions of any class of persons to which they may belong.

- The guide on the following page is intended to assist employers who wish to make hiring practices a reflection of their good faith as equal opportunity employers. The Commission encourages employers to refrain from asking these questions in general unless the answers are relevant to a particular position. While it is not unlawful to ask questions about height and weight or criminal record, etc., it could be unlawful to deny persons employment who are otherwise well qualified on the basis of the information gained through these inquiries. Inquiries of this kind could be used as evidence of an intention to discriminate.

Encouraged	Inquiries before hiring	Discouraged
Inquiry as to whether applicant is bondable.	1. Criminal or Conviction Record	Inquiry as to whether applicant has ever been arrested or convicted of a crime.
Inquiries related to b), c) and d) may be required where relevant to job performance e.g. employment in financial institutions.	2. Economic Status	a) Inquiry as to whether applicant owns home, rents or boards. b) Inquiry as to credit rating of applicant where such information is not a bona fide occupational qualification. c) "Give particulars of debts, liabilities, mortgages, loans." d) "Have you ever been bankrupt?"
Inquiries as to whether applicant has had any industrial accidents related to the job applied for and the nature of the accident.	3. Workers' Compensation	Inquiries as to whether applicant has received or filed claim for compensation for an industrial accident or injury.
Request for references.	4. Personal	"Do you live with your parents? If not, with whom do you live?"
Testing or scoring an applicant in a language skill, only if it is necessary for adequate job performance.	5. Language Skills	Testing or scoring an applicant in language proficiency when language skill is not a requirement of the work to be performed.
	6. Physical Appearance	Inquiry as to whether applicant would be willing to conform to standards of appearance or dress code set out by employer, or inquiries about the applicant's appearance, where appearance is not relevant to job performance. (e.g. hair length, attractiveness, etc.)
	7. Height and Weight	Height and weight requirements which are not relevant to job performance and which have the effect of denying certain classes of people who tend to fall below or above the requirements, e.g. because of race or sex.

Summary

- It is reasonable to assume that all questions on an application form or through oral interviews are for some purpose and that selection or hiring decisions are made on the basis of the answers given. To seek information that is not necessary to evaluate effectively a person's qualifications for employment, places the onus on the employer to show that such information is not used for discriminatory purposes as defined by the Act.

- It is, therefore, in the employer's best interest to carefully review all procedures used in screening applicants for employment, eliminating any that are not justified by the requirements of the job.

- Employers are obliged to examine and revise employment application forms to ensure their compliance with The Human Rights Act. For further information contact:

The Manitoba Human Rights Commission
1007 - 330 Portage Avenue
Winnipeg, Manitoba
R3C 0C4
(204) 944-3007 (After June 24, 1984 – 945-3007)
Visual Ear (204) 944-3442

or

The Manitoba Human Rights Commission
Room 1, P.O. Box 2550
Provincial Government Building
The Pas, Manitoba
R9A 1M4
(204) 623-6411 (Ext. 270)

All other locations within Manitoba outside of Winnipeg:
Phone 1-800-282-8069 (Toll free to caller)

Publications by
The Human Rights Commission

1. Guidelines:
   Guidelines: Pre-Employment Inquiries
   Guidelines: Housing

2. *Out From The Shadows:*
   A Bibliography of the History of Women in Manitoba

3. *Annual Report*

4. Brochures:
   The Manitoba Human Rights Act
   Sexual Harassment
   Serving the Handicapped Fare

5. Posters

These guidelines are prepared for the purposes of convenience only. For accurate reference, consult the statute.

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